

Booting Up: A New eSchool Administrator for Success

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APSCN User Support Coordinator



Objectives



By the end of this session, you will be able to:

- **Define** the role of an **eSchool System Administrator**
- **Identify** key **responsibilities** of the position
- **Realize** the importance of **communication**
- **Understand** the **purpose and structure** of **eSchool**
- **Recognize** what **data** is stored and managed in **eSchool**
- **Explain** how **eSchool** supports **school operations** and **reporting**
- **Navigate** **eSchool** training databases
- **Locate** key support resources

What is an eSchool System Administrator?



The **eSchool System Administrator** serves as the district's **primary point of contact** for all matters related to the **eSchool software**.

While this individual may also serve in other roles, such as **Cycle Coordinator**, that is not always the case. Regardless of their specific title, it is crucial that the **eSchool System Administrator** fully understands the **software functionality** as well as the **data requirements**.

What are my responsibilities?



A district **eSchool System Administrator** is expected to:

- **Have a thorough understanding of the eSchool system**
- **Manage access to eSchool at the district level**
- **Report software issues to APSCN**
- **Attend training sessions to stay informed about state reporting requirements and software updates**
- **Facilitate training** for district staff—either by conducting in-district sessions or coordinating attendance at **APSCN training sessions**
- **Serve as the liaison** between the district and **APSCN** for all **eSchool-related communication**
- **Coordinate with district staff** to ensure **accurate and timely data entry into eSchool**

Most importantly...



Communication

Clear and consistent communication with key individuals:

- Ensures Alignment
- Prevents Errors
- Supports Successful Data Reporting
- Contributes to District Success

What is eSchool?



eSchool is a comprehensive student information system developed by PowerSchool. It is designed to effectively manage student data.



What is in eSchool?



The eSchool software key functions:

- Registration
- Attendance tracking
- Scheduling
- Grade reporting and transcripts
- Discipline management
- Medical information
- Teacher Access Center (TAC)
- Home Access Center (HAC)
- State reporting source for student data

What is eSchool used for?



eSchool is Arkansas's official administrative software for school districts, charter schools, and education cooperatives.



Available Resources



Training Databases

Many districts in the state have access to a training database for eSchool, which can be a valuable tool for practice, exploration, and staff development.

Training URL: <https://eschool22.esptrn.k12.ar.us>

Login Format: Your 4-digit LEA + “student” + a number (1–16)

Example Login: 4203student1

Password: Apscntrain1

Available Resources



APSCN Website

<http://apscn.ade.arkansas.gov>

Great for reference materials and how-to support with access to training videos, procedural documents, and training guides.





Some areas of the [APSCN website](#) require you to log in to access certain documentation.

APSCN

Welcome to the Arkansas Public School Computer Network

School District Users
Use your State Active Directory Account (e.g., apscn\0908jdoe)

ADE Users
Sign in with your ADE credentials (e.g., jdoe)

Sign in

Username

Password

☐ Remember me

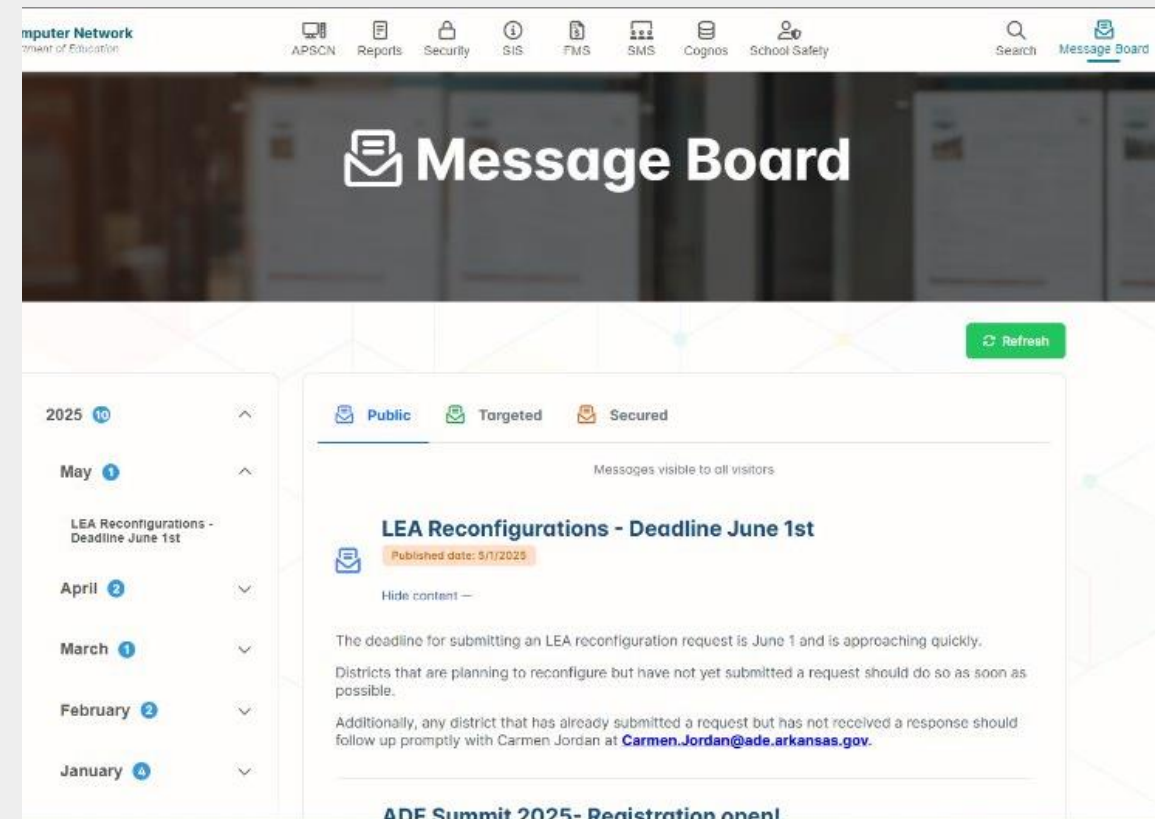




APSCN Message Board

The [APSCN Message Board](#), located on the APSCN website, is the primary platform for delivering important communications from APSCN to school districts. There are three types of messages:

- **Public Messages** – Visible to all visitors without requiring a login.
- **Targeted Messages** – The message title is visible to all users, but viewing the full content requires logging in and having the appropriate user role.
- **Secured Messages** – Only visible to specific users designated by the message creator.





Commissioner's Memos

[Commissioner's Memos](#) are released periodically and enable parents, educators, and community member to keep up with what is happening with K-12 education in Arkansas.

[Subscribe](#) to the email newsletter to receive notifications on the latest published Commissioner's Memos.



 **ADE Commissioner's Memo** 

COM-25-075
5/19/2025
Crystal Bridges Museum of American Art: Free Summer Enrichment Opportunities at

COM-25-073
5/19/2025
Public Comment Hearing - DESE Proposed Changes to Administrative Rules

LIC-25-013
5/19/2025
2026 Teacher of the Year Application

COM-25-067
5/12/2025
Public Comment Hearing - DESE Proposed Changes to Administrative Rules



SIS Page

On the [SIS page](#), under the ADE Statewide Information System section, there are links to:

Statewide Information System (ADE Data Center)

- Home
- SIS Handbook
- Cycle Documents
- SIS Resources
- Login

Statewide Information Systems (SIS Login)





SIS Page

On the [SIS page](#), under the Information and Forms section, there are several valuable documents and tools to support your work, including:

- ADE Service Directory
- ALE Coding
- SIS Code Conversion Chart
- SMS Required Fields
- SMS Required Field for cycle Reporting Presentation
- State Reporting Advanced Searches





SMS Page

The [SMS page](#) contains a collection of resources, including links to instructional videos, procedural documentation, and training guides. These materials cover key areas such as registration, attendance, discipline, mark reporting, medical, scheduling, and both the Teacher Access Center (TAC) and Home Access Center (HAC).



Available Resources



SIS Website

The [SIS Website](#) contains useful information about the state reporting process with one of the most important items being the SIS Handbook which is a document that indicates all required data elements, required for local record keeping and state reporting.

This document is updated annually to reflect all changes in requirements resulting from state and/or federal laws and regulations.

- Published March 1
- Subsequent updates based on law changes



Available Resources



ADE Data Center Website



The [ADE Data Center](#) is a website that contains a list of all data systems, data tools and informational reports for educators, policy makers, teachers, parents, school districts, and anyone interested in official data from the Arkansas Department of Education (ADE).



User Support Coordinator



- Each district is assigned a dedicated APSCN User Support Coordinator for more personalized support. They are commonly known as Field Reps.
- User Support Coordinators provide hands-on assistance and address district-specific questions.
- They also send email notifications regarding upcoming trainings, workdays, cycle requirements, reported issues, and more.



District Assignments for APSCN User Support Coordinators



Each APSCN User Support Coordinator is assigned to specific districts across the state and works closely with them to provide training and ongoing support. This map identifies each User Support Coordinator's region, with corresponding numbers linked to the list of support Coordinator.

- | | |
|---------------------|----------------------|
| ① Christelle Haddox | ⑧ Missy Young |
| ② Terry Newman | ⑨ Chelsea Canion |
| ③ Pam Rhoads | ⑩ Aleks Johnson |
| ④ Monica Haider | ⑪ Lynda Burt |
| ⑤ Bonita Flint | ⑫ Debbie Featherston |
| ⑥ Mickail Thrasher | ⑬ Jessica Bowman |
| ⑦ Mary Heginger | |

APSCN Trainings

APSCN User Support Coordinators offer eSchool training sessions year-round to support district staff.

Training follows a train-the-trainer model, where participants are encouraged to return to their districts and assist in training others.

With the use of Team Meet sessions, System Administrators have the flexibility to involve more staff members in the training.

New Personnel Trainings

- Comprehensive sessions designed for new eSchool users to gain a strong foundation in the system.

System Administrator Trainings

- Focused instruction on configurations and tasks typically handled by eSchool System Administrators.

Review Sessions

- Periodic refreshers covering key data tasks performed during specific times of the year.

Workdays

- Hands-on sessions held in a computer lab setting, offering direct support from your APSCN User Support Coordinator.



APSCN Help Desk

- Available for technical assistance and troubleshooting
- Call or email a support ticket for assistance.

1-800-435-7989

arprod@servicenowservices.com



Continuing Education

Training Opportunities



- Your district's APSCN User Support Coordinator will share training opportunities via email throughout the year.
- Staying engaged in these sessions is essential for keeping up with new requirements, updates, and best practices in eSchool management.



IMPORTANT



Training Opportunity

Please make sure you attend your APSCN User Support Coordinator's training called...

SMS Required Fields Training



Questions?

